



EMPLOYEE PERSONNEL/PAYROLL RECORDS TRANSMITTAL

INSTRUCTIONS: This form replaces the SF-314. Use when an employee terminates state service or transfers to another agency or sub-agency. The losing agency completes this form and forwards to the gaining agency **OR** retains according to your agency's records retention schedule.

Employee Last Name		First Name		Middle Name	Employee ID Number		Agency/Sub-Agency/Division		
Last Day Carried By Losing Agency/Sub-Agency		Termination Action Code		Are Accruals Included In Leave Balance For Month Of Separation? <input type="checkbox"/> Yes <input type="checkbox"/> No		Personal Holiday Taken? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Date Taken?	
LEAVE BALANCE: AS OF LAST DAY OF EMPLOYMENT - Enter the balance reflected in the Leave System making the necessary adjustments for leave accrued and taken during the month of separation/termination. Also show any corrections not reflected in the system. Ensure buyout is in balance: $V + Z - X = S$									
A – Annual Leave Balance	S – Sick Leave Balance	V – YTD Accrued Sick Leave Balance	X – YTD Sick Leave Taken	Z – Sick Leave Balance End of Prior Year	M – Military Leave Balance	G – Shared Leave Balance	Career Shared Leave Balance	W – LWOP Leave Balance	FMLA Used & Related Timeframes
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
Remarks - Payroll									
Preparer's Phone		Date	Preparer's Email Address		Preparer's Title		Preparer's Name		
Last Job Assignment Class Title					Office or Division				
Reason for Leaving									
Remarks - Personnel									
FROM									
Sender's Name (If Different From Above)		Title			Email Address		Mail Stop/Address	Sender's Phone	
TO									
Agency/Division			Contact Name (If Known)			Contact's Email Address		Contact's Phone	

The Public Records Act, RCW 42.17.250, et. seq., requires disclosure of public records unless they are exempt. If requested, non-exempt public records in the possession of the Department of Personnel will be released. Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.